

# PREMIER TOOLING & MANUFACTURING LLC

## JOB DESCRIPTION

**Position Title:** Warehouse Worker  
**Shift:** Second Shift  
**Department:** Shipping/Receiving  
**Reports to:** Shipping Supervisor

### **Position summary:**

Responsible for receiving and processing incoming shipments and materials, picking and filling orders from stock, packing and shipping orders, organizing and retrieving stock in the warehouse.

### **Essential Functions:**

Operation of fork truck in a safe manner.  
Utilize scale for part quantity and weight.  
Ensure parts are identified correctly during receiving, storage, and shipping.  
Staging of product to ship using generated shipping sheet and pick sheet.  
Ensure proper handling, storage, preservation, and delivery of finished goods.  
Ensure lot numbers are present where traceability is specified by the customer.

### **Skills:**

Basic math skills.  
Proficiency in use of bar code scanner.  
Knowledge of Word and Excel computer software is a must.  
Ability to communicate effectively with all levels of the organization as a team member.  
Ability to assist in organizing warehouse work area.

### **Attributes:**

Ability to communicate and be a team member.  
Reliability concerning attendance and punctuality.  
Multi-limb coordination and manual dexterity allowing lifting capabilities up to fifty pounds.  
Support of the Safety Policy in day to day activities.  
Knowledge of appropriate ISO policies and procedures.

### **Experience and Education:**

High school diploma ( or GED or high school equivalence certificate ).

### **Other Responsibilities**

In addition to listed duties, Management reserves the discretion to add or modify the duties and responsibilities of this position at will.